



# PURCHASE ORDER

**PO Number:303-0-0497**

*Requisition Number:303-0-01195*

**Order Date: 1/24/2020**

**Released**

MAIL INVOICE TO AGENCY BELOW

TEXAS FACILITIES COMMISSION  
FISCAL MANAGEMENT / ACCOUNTS PAYABLE  
P.O. BOX 13047 Austin, Texas 78711-3047  
OR  
email to: [accountspayable@tfc.state.tx.us](mailto:accountspayable@tfc.state.tx.us)

**Delivery Location**

--Select--

[Megan.Sim@tfc.state.tx.us](mailto:Megan.Sim@tfc.state.tx.us)

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

10432853983  
Constant Contact, Inc  
1601 Trapelo Rd  
Ste 329  
Waltham, MA 02451  
Phone:855-229-5506, Fax:  
[notification@constantcontact.com](mailto:notification@constantcontact.com)

Subscription to Constant Contact email service

**Description**

Reference attached Invoice # MQNGH98AB2120

TFC Contact:

Megan Sim, (512) 463-4551

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Subscription to Constant Contact - Email Plus	1	each	\$1,608.00	3/15/2020	9/15/2020	\$1,608.00
Prepay for 20% Off discount (6 Months   35001 - 50000 Contacts)						
<b>NIGP Class:</b> 915						
<b>NIGP Item:</b> 22						
<b>Object Class:</b> 380						
<b>Reimbursement Type:</b> Not Reimbursable						
<b>Notes:</b> Dates subject to change based on number of contacts.						
Current plan due to run out of funds in mid-March. Need to renew in February to ensure continuation of service without interruption.						



**Note to Fiscal- Split Between Org Codes:**

0317 = 25%

0319 = 25%

0321 = 25%

0330 = 25%

The payment will be made online using Procurement's p-card.

Procurement: I can give you my log-in or walk through it with you when it is time to pay.

**Grand Total \$1,608.00**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2020
<b>Division</b>	Executive
<b>Program</b>	Surplus Property - Federal/State
<b>Phone</b>	5124634551
<b>Org Code</b>	0317 - F S P - San Antonio
<b>Type of Purchase/PCC Code</b>	'D' Purchases of IT commodities/services not available on a DIR Contract
<b>Work Order Number</b>	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Sastry, Archana - CTCM, CTPM, 5124632743

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.



[\(Show Terms And Conditions...\)](#)